

## **ATTACHMENT B PROPOSAL SUBMISSION AND EVALUATION PROCESS**

### **52.212-1 -- Instructions to Offerors -- Commercial Items (Feb 2012)**

(a) *North American Industry Classification System (NAICS) code and small business size standard.* The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF-1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) *Submission of offers.* Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF-1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show --

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the SF-1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) *Period for acceptance of offers.* The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) *Product samples.* When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during pre-award testing.

(e) *Multiple offers.* Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) *Late submissions, modifications, revisions, and withdrawals of offers.*

- (1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)

(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government’s control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) *Contract award (not applicable to Invitation for Bids)*. The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror’s initial offer should contain the offeror’s best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) *Multiple awards*. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation.

(1)

(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--

GSA Federal Supply Service Specifications Section  
470 L'Enfant Plaza, SW, Suite 8100  
Washington, DC 20407  
Telephone (202) 619-8925)

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites--

- (i) ASSIST ( <http://assist.daps.dla.mil> ).
- (ii) Quick Search (<http://assist.daps.dla.mil/quicksearch/> )
- (iii) ASSISTdocs.com ( <http://assistdocs.com> ).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by—

- (i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard> );
- (ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or
- (iii) Ordering from DoDSSP, Building 4 Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697/2197, Facsimile (215) 697-1462.

(4) Non-government (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) *Data Universal Numbering System (DUNS) Number.* (Applies to offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) *Central Contractor Registration.* Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the CCR database accessed through <https://www.acquisition.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) *Debriefing*. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

### **Proposal Preparation – General Instructions**

In addition to 52.212.1(b) above, the offerors response to this solicitation shall include a package as described below. Offerors are advised that their proposals are presumed to represent their best effort and most complete response to this solicitation. Offerors are requested to submit one original signed offer and one copy of the original.

#### **Technical Capability: 5-Page limit**

The Offeror shall provide details of its approach for meeting the technical requirements of the SOW. At a minimum, the plan should address:

1. A detailed description of disciplines, skills, and techniques the offeror plans to use in the performance of this work, as well as your approach to accomplishing the requirements of the Statement of Work.
2. A description of how the offeror plans to provide project management for multiple projects simultaneously.
3. Key Personnel - the offeror shall include the education, list of all certifications, summary of total experience, and a summary of experience in similar work (including similar types of Government contracts) of key personnel proposed to perform on this effort.

#### **Relevant Experience and Past Performance: 1-Page Limit per Past Performance Reference.**

Offeror shall provide the attached Past Performance Questionnaire to three Government and/or industry clients you have provided services for in the past three years. Offeror shall provide the Government with a list of the Past Performance References. The Past Performance list shall contain:

1. Customer's name, address, and telephone number of both the lead contractual and technical personnel most familiar with the Offerors performance record.
2. Contract number, type, and total original and present or final contract value.
3. Date of contract, place(s) of performance, and delivery dates or period of performance
4. Brief description of contract work and comparability to the proposed effort. It is not sufficient to state that it is comparable in magnitude and scope. Rationale must be provided to demonstrate that it is comparable.
5. Method of acquisition: competitive or non-competitive.

**Price:** No Page Limit.

The offeror shall provide pricing information to include all labor categories, corresponding fully-burdened labor rates (which include any markups), and material handling costs the offeror believes is needed to complete the tasks described in the SOW.

Proposals shall be separated into the following distinct sections so that evaluation may be accomplished concurrently and independently:

Technical Capability	5-Page limit
Relevant Experience and Past Performance	1-Page Limit Per Past Performance Reference
Price	No Page Limit

Proposals shall be separated into the following distinct sections so that evaluation may be accomplished concurrently and independently:

**Technical Capability**

1. Description of disciplines, skills, and techniques and approach to accomplishing the requirements of the SOW.
2. Project Management
3. Key Personnel

**Relevant Experience and Past Performance**

**Price**

Include a cover letter with the proposal. The cover letter shall be signed by an official authorized to contractually bind your company. As part of that letter, please provide the following information:

- a. The names, telephone numbers, and e-mail addresses of persons to be contacted for clarification or questions.
- b. Statement that the proposal is firm for a period of not fewer than **180** days.
- c. A statement of acceptance of the anticipated contract provisions and proposed schedule, or specific exceptions taken to any of the terms and conditions. Specific exceptions may be evaluated as a weakness or a deficiency.

Address and forward the proposal package to:

NASA Glenn Research Center  
Attn: **William Varis**  
21000 Brookpark Rd., M/S 60-1  
Cleveland, OH 44135

**Neither electronic nor fax offers are authorized**

The pages of each proposal volume shall be numbered and identified with the offeror's name, RFP number, and date. Subsequent revisions shall be similarly identified to show revision number and date.

**All other Proposal data is due no later than 3:30 p.m., EST, on June 7, 2013.**

**Evaluation Commercial Items (as awarded)**

The Government will award a contract resulting from this solicitation to the responsible offeror on a BEST VALUE basis. The Government will award a contract to the offeror whose offer meets the specifications and is the most advantageous to the Government, with consideration given to the factors of technical capability, past performance, and price.

Selection and award will be made on an aggregate basis. The awardee is required to have a technically capable offer and highly relevant past performance. Past performance and technical capability will be determined by a review of the information submitted by the offeror providing a description in sufficient detail to show that the product offered meets the Government's requirement (see specifications below). It is critical that offerors provide adequate detail to allow evaluation of their offer. (See FAR52.212-1(b))

Past performance will consider the offerors experience in work efforts similar to that being requested, as well as the approach to meeting the requirements of the SOW. Technical capability will consider the offerors understanding, approach, and qualifications of the staff to complete the required effort.

Price will be considered for completeness and compared to the other offerors. The Government considers past performance, technical capability, and price all of equal importance in determining award.

A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offers specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.